



# THIRD PARTY CONTRACTOR FORM

**Must be completed by exhibitor and returned no later than December 15, 2017**

**Member Company:** \_\_\_\_\_

**Voting Member:** \_\_\_\_\_

**Third Party Contractor Company:** \_\_\_\_\_

**Contact person:** \_\_\_\_\_

**Cell Phone number:** \_\_\_\_\_ **City:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Third Party delegates for set-up/tear-down:**

## REQUIREMENTS FOR FLOOR ACCESS

- 1) You, the exhibitor, must fill out this **THIRD PARTY CONTRACTOR FORM** and return it to PPPC for badge issuance and loading dock validation.
- 2) You must provide your 3<sup>rd</sup> party contractor with the complete set of **General Rules & Regulations** as well as **Booth Structure Rules & Regulations**. They must comply.
- 3) Times for unloading, set-up and tear-down by these contractors will be determined by Management to ensure enough time is allowed to all, starting with our official contractors. Please have them contact [rmccall@rogers.com](mailto:rmccall@rogers.com) for a move-in & set-up time.
- 4) They must provide PPPC with a proof of liability insurance with coverage of \$1,000,000 for work being done on the show floor.
- 5) They are not to extend their mandate further than the services they are rendering. Soliciting other business with other member companies during set-up, show time and tear-down is prohibited and could compromise a 3<sup>rd</sup> party contractor's future access.
- 6) As per show regulations, Distributors and other Suppliers, members or not, cannot act as 3<sup>rd</sup> party contractors. Access conditions are based on membership categories. See General Rules & Regulations.
- 7) If a 3<sup>rd</sup> party contractor is also another Supplier or Distributor, member or not, no person of the company will be able to walk the show floor as a visitor (*per rule 14C*). If they wish to walk the show floor as a Distributor, they will not be able to access the floor during move-in, set-up and tear-down times.

**Member signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Return completed form to [shows@pppc.ca](mailto:shows@pppc.ca) or fax to 514-904-0350 or 800-489-8741

### For the use of PPPC only

Booth Number: \_\_\_\_\_

Booth Set-up times: \_\_\_\_\_

Booth dismantling times: \_\_\_\_\_

Loading dock arrival date & time: \_\_\_\_\_

Number of shipment expected: \_\_\_\_\_

Liability Insurance:                      Yes              No